

Purchase Committee

Structure: Principal, Five to six faculty members (Every year we rotate teachers in the purchase committee). Further, we also have a research grant purchase committee, which includes Management, Principal, Principal Investigator, three senior faculty members.

Tenure: - As Principal decide (Head of the College)

Role: - The Committee will only recommend authority.

Role of the Committee

The following is the scope of the committee.

- Committee will only Purchase items below Rs. 10,000/- per month as a contingency for routine expenditure.
- The above 10,000 items, will not be permitted without quotations.
- Maintenance of the stock register.
- Will have to look after the safety and security of the college infrastructure.
- It does not cover the purchases related to library books, magazines etc. However, purchases required for the Library infrastructure will be covered under the policy.
- Purchases made under the instructions and order given by Management for any kind of Purchase will not be covered under the policy.
- Any other responsibility entrusted by the Head of the College should be given with written orders.

The objective of the Committee

- To support the educational activities by providing the necessary infrastructure for the smooth functioning.
- To procure material at a reasonable cost consistent with the required quality.
- To maintain continuity of supply.
- To provide prompt, courteous, and effective service to all stakeholders.
- To maintain standards of quality and suitability of equipment, materials, supplies.
- To award tenders impartially.

The function of the Committee

- First Step: Ask a minimum of three quotations for each vendor of required things such as chemicals, glassware, instruments, computers, and stationaries, etc.
- Second Step: All the sealed cover will be opened in presence of purchase committee members with signature.
- Third Step: Comparative statement will be made with all the terms and conditions by different vendors.

- Fourth Step: Purchased order will be given to all vendors who have quoted the lowest price without quality compromise.

2 Requisitions

2.1 The Purchase Requisition

The following is the flow chart of purchase requisition



2.2 Purchase requiring pre-payment/part payment

Normally Payment is not authorized before items are received. If before the Delivery is required; documentation must be attached to the Requisition fully justifying the need for advance payment. Sufficient time must be given in order.

To have sufficient time to Process the payment.

3. Supplier Selection

3.1 Selection of Supplier

Recommending the selection of a supplier is the responsibility of the Purchasing Committee. Suppliers are selected by the Purchasing by the Purchasing Committee based on their ability to meet the requirements and specifications. The recommendation may be rejected by the Head of the College within an explanatory note in writing to the Purchase Committee.

3.2 Inviting Bids from the Supplier

In case the Purchase amount more than Rs.10, 000/- (A single Bill amount), bids should be called from different suppliers.

3.3 Bidding Process

A Supplier who want to bid for the order from the college, they need to give his bid in the format Shown by the Purchase Committee. A bid should be in a sealed envelope and handed over to the Convener of the Purchase Committee (in his absence, it can be handed over to the member of the Purchase Committee). The convener/member will make the entry of the same in the Bidding register which is maintained under the custody of the convener.

3.4 Selection of the bid

After receiving bids from the suppliers, the Purchase Committee will open the bids in front of the suppliers and in the presence of the Head of the College or any Person appointed by the Head of the College for the Bidding Process. The supplier with the lowest quotation will be awarded the order. In case of only one bid is received from a supplier, the Purchase Committee will go ahead with that bid only.

4. Maintenance of the recorded by the Purchase Committee

4.1 Purchase Committee will maintain the Stock Register and update the same after Every Three Months.

4.2 Maintenance of the bills, bid purchase order will be the responsibility of the Purchase committee.

4.3 Minutes of the meeting has to be maintained and updates are to be given to the Head of the College on regular basis.

4.4 In case, if any other committee of the college, requires access to the Documentation of the Purchase Committee, they will require to request in Writing.

5. Removal of the member from the Purchase Committee

Any member of the Purchase Committee may be removed from the committee-

1. If he/she is involved in any malpractices
2. If he/she has a conflict of interest related to the Purchasing for the College

3. By the order of the Head of the College

6. Meeting of the Purchase Committee

6.1 At least one meeting should be conducted once in every three months

6.2 Convener has the right to call the meeting of the members for some emergency

Cases or any other matter, however, he/has needs to from the members in

Writing or via mail-in advance (Minimum one day before)

7. Sanctioning Authority

Amount of Purchase inclusive of Taxes and GST	Sanctioning Authority
Rs.10,000/- (Rupees Ten Thousand Only)	Purchase Committee (Has to be sanctioned by minimum 80% members)
Rs. 10,001/- and above	Head of the College or Management (As the case may be)

Annexure A

Bhavan's Shri I.L. Pandya Arts, Science and Smt.Jashodabeb Shah Commerce College Dakor

Purchase Requisition Form

Date: -

Name of the Indenter: -

Department: -

Sr.No.	Items Required	Quantity	Purpose

Signature of the Indenter

Remarks by the Purchase Committee

Signature of the Purchase Committee Convener/Members

Remarks by the Head of the College

Signature of the Head of the College

Purchase Committee (2016-2020)

Purchase Committee (2020-2021)

Convener: Dr.Y.M.Kadiyani

Members: Prof.D.V.Surti

Dr.B.K.Patel

Dr.T.R.Trivedi

Dr.B.M.Patel

Dr.P.G.Sutariya

Purchase Committee (2019-2020)

Convener: Prof. D.V.Surti

Members: Dr.A.K.Chaudhari

Dr.B.K.Patel

Dr.R.B.Vaghela

Dr.T.R.Trivedi

Dr.B.M.Patel

Prof.S.V.Dholakiya

Dr.K.C.Rathva

Purchase Committee (2018-2019)

Convener: Prof.S.V.Dholakiya

Members: Dr.T.R.Trivedi

Prof.D.V.Surti

Dr.A.K.Chaudhari

Dr.B.K.Patel

Dr.R.B.Vaghela

Dr.B.M.Patel

Dr.K.C.Rathva

Purchase Committee (2017-2018)

Convener: Prof.S.V.Dholakiya

Members: Dr.T.R.Trivedi

Prof.D.V.Surti

Prof.M.C.Patel

Dr.A.K.Chaudhari

Dr.B.K.Patel

Prof.R.B.Vaghela

Dr.B.M.Patel

Dr.K.C.Rathva

Purchase Committee (2016-2017)

Convener: Prof.S.V.Dholakiya

Members: Dr.T.R.Trivedi

Prof.D.V.Surti

Prof.M.C.Patel

Dr.A.K.Chaudhari

Prof.B.K.Patel

Prof.R.B.Vaghela

Dr.B.M.Patel

Dr.K.C.Rathva